

**A**dministrative  
**S**ervices  
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**06-03**

**California Public Records Act  
ARB Guidelines**



Paperwork Management  
ASLs

Signed By	/s/ Marie LaVergne, Chief Administrative Services Division	Number	06-03
Distribution	Executive Staff, Branch Chiefs, Section Managers	Date Issued	August 22, 2006
Subject	California Public Records Act, ARB Guidelines	Expires	When Canceled
Guide Section	Paperwork Management	Reference	Gov't Code Section 6250 <i>et seq.</i> ; Cancels ASL 00-02

The California Public Records Act (CPRA), Government Code Section 6250 *et seq.*, requires state agencies to make all releasable public records available to the public upon request.

In order to timely meet all legal requirements, ARB has adopted the attached *Public Records Access Guidelines* and *Staff Procedures to Records Requests* providing general overviews of the CPRA process, records that may be exempt from public disclosure pursuant to Title 17, California Code of Regulations section 91022, and procedures to be followed by ARB staff in obtaining records in response to a specific CPRA request.

In answering any questions concerning the CPRA and ARB records, please direct members of the public to our ARB website and the *Public Records Access Guidelines* site located at the bottom of the ARB homepage.

All further questions, and all requests to inspect or obtain ARB records, shall be immediately directed to the Office of Legal Affairs at (916) 322-2884.

Attachments:

**PUBLIC RECORDS ACCESS GUIDELINES**  
**STAFF PROCEDURES TO RECORDS REQUESTS**